



## CALIFORNIA HIGHWAY PATROL, DEPARTMENT OF CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

<b>DEPARTMENT:</b>	CALIFORNIA HIGHWAY PATROL, DEPARTMENT OF	<b>RELEASE DATE:</b>	Monday, May 19, 2008
<b>POSITION TITLE:</b>	Chief Counsel I, CEA	<b>FINAL FILING DATE:</b>	Monday, June 2, 2008
<b>CEA LEVEL:</b>	Chief Counsel I, C.E.A. (5872)	<b>EXTENDED FINAL FILING DATE:</b>	
<b>SALARY RANGE:</b>	\$ 9,182.00 - \$10,327.00 / Month	<b>BULLETIN ID:</b>	05192008_3

### POSITION DESCRIPTION

The Chief Counsel I, CHP, in consultation with Assistant Commissioner, Staff, provides advice to Executive Management, Division Chiefs and Area, Office, and Section Commanders on all legal issues that affect the programs and policies of the CHP. The Chief Counsel I is responsible for oversight of all departmental legal functions, including managing litigation. The Chief Counsel commands a legal staff of three attorneys, and the Case Management Unit staff; comprised of one Staff Services Manager, five Analysts, and two clerical staff.

The Chief Counsel I's duties include: Plans, organizes and directs the work of a professional legal staff, including one Staff Counsel III (Supervisor) and the personnel assigned to the Case Management Unit: One Staff Services Manager I, four Associate Analysts, one Staff Analyst, one Office Technician and one Office Assistant. Evaluates their performance and takes appropriate action; interviews and selects or actively participates in the interviews and selection process for subordinate staff; develops and supervises implementation of strategy and tactics of the most complex, difficult and/or sensitive issues, disputes, and/or litigation; provides direction for legal research, opinion drafting, and other duties.

Provides legal consultation, advice, and assistance to the Commissioner's Office and all levels of departmental management on the legal and administrative problems that arise in the Department's operation. Among the activities included in this aspect of Chief Counsel I operations includes providing legal advice to management on all departmental litigation; on sensitive employer/employee matters such as unfair labor practices, workers compensation, appeals of grievances, adverse actions and probation rejections, and discrimination complaints; on issues relating to risk management and pre-litigation investigation, settlement, and attorney general retainment; on issues relating to procurement, contract terms, applications, protests, and

terminations; on issues relating to internal and external audits; on issues relating to intellectual property; and on issues relating to the confidentiality of information, privacy issues, and the legal rights of employees arising in the context of subpoenas.

The Chief Counsel I analyzes court decisions affecting specific aspects of law enforcement and advises on the legal impact of those decisions on departmental programs and on litigation. In addition, this individual advises on significant changes in laws as well as judicial and administrative interpretation of laws as they affect the operations and procedures of the Department.

The Chief Counsel I acts as departmental liaison on legal matters with the Attorney General's Office in developing strategies in litigation involving the Department. Researches and prepares written pleadings and briefs. Assists the Attorney Chief's Office in discovery petitions. Prepares responses to subpoenas and other legal documents served on the Department and its staff. Directs the work of private counsel retained for intellectual property.

The Chief Counsel I acts as the Department's primary interface with other state agency legal offices; the Business, Transportation and Housing Agency; legal offices of other public agencies; allied agency legal offices, police advisor legal groups, and various other legal stakeholders with which the Department regularly interacts. Prepares requests to Attorney Chief's Office for legal opinions as they relate to Department programs. Researches and provides legal opinions on issues affecting the Department. Performs other related legal work as required. LOCATION: This position is located in Sacramento.

## **MINIMUM QUALIFICATIONS**

Applicants must meet the following minimum qualifications.

**Membership in The State Bar of California. (Applicants must have active membership in The State Bar before they will be eligible for appointment.) and**

### **Either I**

Two years of experience in the California state service performing legal duties\* at a level of responsibility equivalent to Staff Counsel, Range D. (Applicants who have completed 18 months of the required experience will be admitted to the examination, but must complete two years of such experience before they will be eligible for appointment.)

### **Or II**

Broad and extensive experience (more than five years) in the practice of law\*. Experience in California state service applied toward this requirement must include the same number of years of qualifying experience as required in Pattern I above performing the duties of a class at a level of responsibility equivalent to that described in Pattern I.)

\*Experience in the "practice of law" or "performing legal duties" is defined as only that legal experience acquired after admission to The Bar.

## **SPECIAL REQUIREMENTS**

Candidates must have active membership in The State Bar of California with broad and extensive experience in the practice of law (more than five years legal experience acquired after admission to The Bar).

## **KNOWLEDGE AND ABILITIES**

Knowledge of: Legal principles and their applications; legal research methods, court procedures, rules of evidence and procedure; administrative law and the conduct of proceedings before administrative bodies; provisions of laws and Government Code sections administered or enforced; principles of public administration, personnel management and supervision; the department's equal employment opportunity objectives; a manager's role in the affirmative action program and the processes available to meet equal employment opportunity objectives.

Ability to: Analyze legal principles and precedents and apply them to complex legal and administrative problems; present statements of fact, law and argument clearly and logically in written and oral form; draft opinions, pleadings, rulings, regulations and legislation; hold hearings and independently present difficult and complex cases in court; plan, organize and direct the work of a staff of attorneys; effectively contribute to the department's equal employment opportunity objectives.

### **DESIRABLE QUALIFICATION(S)**

To be qualified for this position, candidates must possess proficient knowledge of California legal statutes, as well as sufficient knowledge of the organization, mission and statutory environment of the California Highway Patrol, in order to function effectively in a policy-influencing assignment. In appraising education and experience, weight will be given to the following desirable qualifications, as well as possession of the minimum qualifications described above: Qualified candidates should also have ability/experience in the following areas: (1) Ability as a team member of top management to assist and support Executive staff in achieving the mission and goals of the CHP, including work on special projects, task forces and committees. (2) Leadership/management ability, with a history of independent action and initiative in the areas of policy and decision-making. (3) Ability to promote and encourage a success-oriented, accountable work environment with an emphasis on customer service. (4) Experience in preparing an annual operating budget and in planning, developing, implementing, and evaluating a program to achieve corporate and program objectives through effective use of available resources. (5) Ability to apply the highest legal and ethical standards in all areas of responsibility, including creating and maintaining a safe workplace, maintaining the assets of the CHP, and applying civil service and Equal Opportunity laws, rules and guidelines in management and employment.

### **EXAMINATION INFORMATION**

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Chief Counsel I, CEA**, with the **CALIFORNIA HIGHWAY PATROL, DEPARTMENT OF**. Applications will be retained for twelve months.

*The Results of this examination will be used only to fill this position.*

The examination process will consist of an application evaluation by a selection committee. The results of this examination will not be used to fill subsequent vacancies. **STATEMENT OF QUALIFICATIONS:** In addition to the Standard State Application (STD. 678), a candidate who wishes to be considered for this position is required to submit a Statement of Qualifications with specific information telling in detail how his/her background, knowledge, skills and abilities meet the minimum qualifications and desirable qualifications. The Statement of Qualifications must include a detailed discussion of the following critical factors: (1) Describe your ability and experience in planning, organizing and directing and leading a program or unit of employees that includes legal professionals. (2) Describe examples of your personal leadership ability, including

techniques of organizing and motivating groups and/or employees and your ability to deal effectively in complex situations with a variety of individuals and organizations. (3) Describe an experience that demonstrates your ability to work cooperatively as a team member to support Executive and/or other management staff in meeting the mission and goals of an agency or organization. (4) Describe your knowledge and experience as an attorney involving legal aspects of civil litigation, including responsibility and/or leadership on highly complex and/or significant cases. (5) Describe an experience that demonstrates your qualifications as an attorney to represent an agency or organization and to defend its interests in a legal setting. (6) Describe an experience that demonstrates your experience as legal advisor to top management, including evaluation, recommendation, and implementation of policies, procedures, guidelines and recommendations in compliance with legislative, regulatory and industry requirements and corporate objectives. (7) Describe an experience that demonstrates your ability in preparing an annual operating budget and in planning, developing, implementing, and evaluating a program to achieve corporate and program objectives through effective use of available resources. (8) Describe an experience that demonstrates your ability to manage personnel in a State and/or civil service environment, including the ability to foster and maintain a work environment that is free of discrimination and harassment and that supports Equal Opportunity laws, rules and guidelines.

## **FILING INSTRUCTIONS**

### **Interested applicants must submit:**

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than five pages in length.
- Resumes do not take the place of the Statement of Qualifications.

### **Applications must be submitted by the final filing date to:**

CALIFORNIA HIGHWAY PATROL, DEPARTMENT OF, Exam Unit  
P. O. Box 942898, Sacramento, CA 94298-0001  
Janet Hand | (916) 375-2535 | JHand@CHP.GOV.CA

## **ADDITIONAL INFORMATION**

Interested applicants must submit a completed Standard State Application (Form 678, Rev. 12/06) and a "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than five pages in length. • Resumes do not take the place of the Statement of Qualifications. Applications must be received by the final filing date to: California Highway Patrol Selection Standards and Examination Section P. O. Box 942898 Sacramento, CA 94298-0001 CONTACT INFORMATION Questions about this position should be directed to Assistant Chief Chris Jenkins at 916-227-6367. Information about the CHP can be found on the internet at [www.chp.ca.gov](http://www.chp.ca.gov).

## **SPECIAL TESTING**

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

**GENERAL INFORMATION**

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The CALIFORNIA HIGHWAY PATROL, DEPARTMENT OF reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

**Class specs:** <http://www.calhr.ca.gov/state-hr-professionals/pages/5871.aspx>